**Executive Director – Job Description**

**Summary:** The Executive Director supports the Association of Corporate Counsel San Francisco Bay Area Chapter’s (“Chapter”) Officers, Board of Directors and Chapter Leadership with the day-to-day administration and organization of the Chapter and all Chapter events, and provides assistance to Chapter members, as needed.

**Remote Support**: Must maintain primary residence in the Bay Area, have the ability to travel to Chapter events around the Bay Area, and work remotely via email and phone.

**Primary Duties and Responsibilities:**

**General**

* Support the Chapter’s Officers and Board of Directors by performing administrative tasks, as needed, and by responding in a timely fashion to requests from Chapter Leadership, as may be prioritized from time to time by the Chapter Officers.
* Administer and maintain the Chapter website and internal online portal.
* Prepare and distribute communications and related materials to the Chapter Leadership and members as needed.
* Update the Chapter Leadership on administrative issues, feedback from Sponsors and members, programming issues and other matters, as needed, at the Chapter Leadership meetings.
* Work with California State Bar authorities to maintain CLE provider accreditation of the Chapter and its programs for California.
* Organize, plan and attend Chapter Leadership planning and board meetings as directed.

**Marketing/Sponsorship**

* Support the Chapter’s Sponsorship Committee in marketing sponsorship opportunities directly to law firms, vendors and others.
* Support and act as a liaison with, Chapter Sponsors and assist the Sponsorship Committee with securing sponsors for Chapter events, as needed.
* Speak with Chapter members at events and programs to learn about their needs and desires and keep Chapter Leadership informed on issues of concern to our members.
* Support the Chapter’s social media strategy.
* Develop innovative ways to market and promote the Chapter.

**Programs/Events**

* Support the Chapter with programming matters as they arise.
* Oversee the registration system for Chapter events and process event registrations, including creating and sending out event reminders, and processing sign in sheets and CLE certificates.
* Coordinate the logistics for Chapter events working with Committee chairs, the venues, service providers and sponsors.
* Attend all Chapter events.

**Membership**

* Assist the Chapter’s Membership Committee with local and national membership drives and promotion.
* Serve as a gatekeeper and liaison for routine inquiries from members and non-members Chapter Leadership.

**Newsletter**

* Assist Chapter Leadership to create and distribute the Chapter’s electronic newsletter.